

**BHARAT SANCHAR NIGAM LIMITED**  
**[A Govt. of India Enterprise]**

**Office of the Telecom District Manager Bidar-585 401**

**BID DOCUMENT**

**TENDER DOCUMENT FOR  
PRINTING & SUPPLYING OF  
FORMS**

**Price Rs 563/-**

**BHARAT SANCHAR NIGAM LIMITED**  
[A Govt. of India Enterprise]  
Office of the Telecom District Manager Bidar-585 401

NO:G-55/Tender –Stationery/2009-10/1 dated at Bidar the /07/2009

On behalf of BSNL Bidar sealed tenders are invited by the Telecom District Manager Bidar for printing and supplying of various forms mentioned in Annexure-I [Enclosed] From authorized suppliers/shopkeepers /Dealers/firms/Manufactures for the year 2009-2010 to the office of TDM BSNL Bidar.

**Terms and Conditions**

1. The tenderers should have their shop/official dealership/ office at Bidar city only.
2. Payment of EMD is exempted for following categories of tenderer.
  - i. Firms registered with DG S& D for the supply of stores
  - ii. Small scale Industrial units which are listed with National small scale Industries corporation and in effect treated as automatically registered with DGS & D unclear the revised scheme of single point registration.
  - iii. PSUs which are registered with DGS & D.

**EMD and SD**

3. **The tender form should be neatly filled and no over writing is allowed. Rates should be quoted in the prescribed tender schedule only. Tender should be accompanied by EMD of Rs 7500/-[Rs Seven thousand five hundred only] in the form of DD payable at Bidar drawn in favour of Accounts Officer[Cash] O/o TDM BSNL Bidar and receipt in original should be enclosed to the tender. Tender without DD/Receipt for EMD will be liable for the rejection.**

**The EMD of the successful tenderer will be converted as security deposit. In addition to EMD already paid by the successful tenderer, he is also required to pay Rs 7500/-[Rs seven thousand five hundred only] as additional security deposit. The security deposit will not carry any interest. The successful tenderer will be required to enter into an agreement on a non judicial stamp paper of Rs 100/- [Borne by the contractor].**

**EMD of un successful tendere will be retuned after finalization.**

**Signature of the tenderer**

4. The tender documents may be obtained on payment of Rs 563/- [Rs Five hundred sixty three only] (Non refundable) from SDE[HRD] O/o TDM BSNL Bidar during office hours on all working days, up to 12:30 hrs of **31 /08 /2009**
5. The tenderer should quote the rates for each item in the rate schedule enclosed herewith at Annexure

### **Submission of tender.**

6. The sealed tender may be dropped in the tender box kept in the Chamber of D.E.[A & P] O/o TDM Bidar up to 15:00hrs of **31 /08 /2009** tender will be opened on at 16:00 hrs of the same day in presence of tenderer/representative who desires to be present.
7. The tender schedule should be accompanied with the following documents.
  - a. Up to date Income Tax Clearance Certificate
  - b. Registration of the firms, shop or dealership or license documents etc.
  - c. KST/CST/VAT Registration
8. Rates should be quoted in standard Units. The tender should indicate the rates both in figure and in words, it should be inclusive of , transportation, packaging etc., the Tenderer should give sample goods along with tender.
9. The sample goods produced during the tender opening ,after the due inspection both inspecting officer and tenderer should sign. The samples goods so inspected will be prescribed by the BSNL. The tenders not accompanying the sample goods will not be accepted and will be rejected.
10. The items may not be purchased in bulk at a time but may be spared over through out the year.
11. If the supplied computer papers are not as per the sample given during the tender the supplier should replace all the goods supplied and also penalty clause in case of delay arising due to this will be levied.
12. If there is variation of Quality/Quantity in each category i.e.60 gsm/58 gsm and short count in any bundle/Box, if the test check reveals that the quality is poor and quantity is not correct, then TDM has full powers to held up the bill till the tenderers replacement the materials.

**Signature of the tenderer**

**13.**The tender schedule should be filled in and signed by the tenderer on all pages including the Annexure/s and accompanied by the documents i.e. DD/Cash receipt towards the payment of EMD amount . The cover properly sealed and super scribed as **“ Tender for Printing and Supplying of Forms ”** and addressed to **Sri S.N.Patwadi D.E.[A & P] O/o TDM BSNL Bidar.**

### **Agreement**

14. The successful tenderer will be required to enter into an agreement as per Annexure enclosed herewith on non judicial stamp paper of Rs 100/- [Rupees hundred only] within stipulated date mentioned in the provisional award of contract . Cost of stamp paper should be born by the tenderer failing which EMD will be forfeited.
15. The approved tenderer has to supply the material on credit basis against purchase order within stipulated time failing which penalty of Rs 100/-per day up to maximum 10 % of the total value of P.O. will be levied.
16. The approved tenderers fails to supply the material on purchase order within 10 days after placing purchase order, the security deposit will be forfeited and the tender will be cancelled and he will not be permitted to participate in any tender of this department.
17. The material supplied by the tenderer should be as per the specification in the tender schedule. If the materials supplied are not as per specification, the contractor should replace the same within 10 days, failing which such items will be rejected and the tenderer will not have any claim on such items] and EMD/SD will be forfeited.
18. Items should be standard quality and from the reputed manufacturers [as per tender form]. The computer papers should bear the logo of BSNL at the back round Name of the company with weight age on the side of the paper and running numbers on each sheet

**Signature of the tenderer**

## **Other General Conditions**

1. The TDM BSNL Bidar is not bound to accept the lowest tender.
2. The TDM BSNL Bidar reserves the right to accept or reject the entire tender without assigning any reasons.
3. No tenderer should influence the department officers/officials directly or indirectly. If such influence is noticed, the tender of such person will be kept out of zone of consideration.
4. The unsealed tenders will not be considered
5. In case any dispute, the decision of TDM BSNL Bidar will be final and it will be binding on all the tenderers.
6. The L-1 tenderer is that tender in which the sum of rate quoted multiplied by the quantity required item wise is lowest among all tenderers
7. BSNL employees or his/her close relatives cannot participate in the tender directly or indirectly. Tenderer should submit a declaration to this effect.

## **Validity of approved tender**

The tender once approved is valid for a period of one year from the date of signing the final award and the tender will be extendable for a further period of three months with mutual agreement.

Divisional Engineer[A & P]  
O/o TDM BSNL Bidar-585 401

**Signature of the tenderer**

Application No: Paid Rs 563/- at Cash counter O/o TDM BSNL Bidar Rpt.  
No \_\_\_\_\_ & Date \_\_\_\_\_

From:

\_\_\_\_\_

\_\_\_\_\_

To,

The Telecom District Manager  
BSNL Bidar-585 401

Sir,

I have gone through the terms and conditions of tender. I here by quoted the rates as Annexure-I & II for your kind approval .

Signature of the tenderer

ANNEXURE-I

Sl.No	Particulars	Make	Rate per Units	Amount in Figure	In wards
01	Cash receipts 6” X3”X1 (Serial Numbered)	70 Gsm	1000		
02	Note pad with BSNL Logo ( 100 pages) Size : Sample enclosed	70 Gsm	Each		
03	Covers (Size: 4/10 with printing )	80 Gsm	1000		
04	Manual Cash Receipts Books ( Sample enclosed ) Each book contains 100 pages ) i.e 1 + 1, 5 receipts per page serial numbered	70 Gsm	Each		

Signature of the tenderer

ANNEXURE-II

Printing of Various Forms for Advertise & Marketing

<b>Rates/1000 Nos</b>						
Size	GSM	Colour	Front		Front & Back	
			Rs in Figure	Rs in words	Rs in Figure	Rs in words
A- 4	60 gsm	Single				
	70 gsm	Double				
	80 gsm	Tri				
		Multi				
1/5	70 gsm	Single				
		Double				
		Tri				
		Multi				
1/8	70 gsm	Single				
		Double				
		Tri				
		Multi				

Signature of the tenderer



## **AGREEMENT**

This agreement is made on \_\_\_\_\_ day of Nove-2008 between the Telecom District Manager BSNL Bidar hereinafter called the "PURCHASER" on the one part and \_\_\_\_\_ Bidar hereinafter called "SUPPLIER"/successful/Tenderer of the other part.

Where as the department BHARAT SANCHAR NIGAM LIMITED" is derious appointing the said successful tenderer in the tender Schduded No:G-55/OS-tender/08-09/ dated at Bidar the \_\_\_\_\_ [Including of all Taxes and delivery charges] for supply of stationery to BSNL Bidar.

Now therefore the supplier agrees to complete the whole contract duly observing all the terms and conditions covered by the said tender schedule including all the Annexures stamp duty on this contract if any due.

This agreement will remain in force for a period of one year from the date of final award of the tender.

Signature  
Proprietor

Name  
  
Designation with  
Stamp for and on  
Behalf of supplier

Name  
  
Designation with  
stamp for and on  
behalf of purchaser[BSNL]